



## Senior Human Resources Specialist

The Embassy of the United States of America, Wellington is seeking an individual for the position of Senior Human Resources (HR) Specialist.

If you are a professional who is driven, flexible and enjoy working in a busy diplomatic environment, then this position is for you! Working in an organization with very low employee turnover, this stable, secure Senior HR position is a permanent, full-time vacancy. The Senior HR Specialist will serve as the advisor on a full range of HR matters to the American HR Officer and to other Local and American managers in Embassy Wellington, the Consulate in Auckland and the Embassy in Samoa.

To be successful in this role, you will have a minimum of 3-5 years of direct HR administration experience, dealing with a variety of HR issues such as recruiting, performance management, employee relations, compensation and benefits, etc. Your excellent HR experience must include 1-2 years of effective supervisory experience, and is complemented by your university degree in Business or Liberal Arts.

We're looking for a professional who can balance organizational HR rules with a willingness to serve customers. The ideal candidate will be able to meet constantly changing priorities, maintain their composure and display outstanding interpersonal communication skills.

The starting salary for this position is \$66,631 per annum.

*All employees of the US Government are required to complete full medical and security background checks.*

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at [http://newzealand.usembassy.gov/job\\_opportunities.html](http://newzealand.usembassy.gov/job_opportunities.html)

If you meet all the eligibility criteria for this role, please complete and submit your application form, covering letter and CV by email to [Wellington.HR@state.gov](mailto:Wellington.HR@state.gov).

For further information or to apply for this position, please forward correspondence to:

HR Officer  
Embassy of the U.S.A.  
P.O. Box 1190  
WELLINGTON  
Email: [Wellington.HR@state.gov](mailto:Wellington.HR@state.gov)

**Note:** *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*